



**West Virginia Board of Architects**  
 405 Capitol Street, Mezzanine Suite 3  
 Charleston, WV 25301  
 Phone (304)-558-1406, Fax (304)-558-1407  
 brdarch.wv.gov

# Architects Notice to Building Official & the West Virginia Board of Architects

## Part A

I have not been employed to furnish construction administration services as of \_\_\_\_\_  
 (Hereinafter referred to as the "project") as of the date of submission of these documents to the Building Official.

If I have not been employed within thirty (30) days after construction of the project begins, I shall file with the Building Official, the owner, and the **West Virginia Board of Architects**: 405 Capitol Street, Mezzanine Suite 3, Charleston, WV 25301, the following **Part B** or **Part C**.

Signature: \_\_\_\_\_ WV Registration Number: \_\_\_\_\_  
 (Architect or Engineer)  
 Date: \_\_\_\_\_

## Part B

### 1. Name and Address of Owner or Owners of the Project:

Owner Name: \_\_\_\_\_  
 Owner Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

### Name and where to contact the Architect or Engineer employed to furnish Construction Administration

Project Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Name: \_\_\_\_\_ WV Registration Number: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

## Part C

To my knowledge a registered Architect or Engineer has not been employed to furnish Construction Administration Services.

Signature: \_\_\_\_\_ WV Registration Number: \_\_\_\_\_  
 (Architect or Engineer)  
 Date: \_\_\_\_\_

Date Received by WV Board: \_\_\_\_\_